

ADMINISTRATIVE-INTERNAL USE ONLY

Approved For Release 1999/09/27 : CIA-RDP91-00452R000100100033-2

EYES ONLY

ORD-1078-74

20 MAY 1974

MEMORANDUM FOR: Director of Personnel
THROUGH : Deputy Director for Science and Technology
SUBJECT : ^{25X1A9a} Recommendation for Quality Step Increase -
[REDACTED]

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1. It is recommended that [REDACTED] of the Programs Staff, Program Management Staff, Office of Research and Development, be granted a Quality Step Increase from GS-06, step 6, to GS-06, step 7.

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2. [REDACTED] entered on duty with ORD on 15 June 1972 as a Clerk Typist, GS-06, from DD/S&T, where she had worked for the DD/S&T Career Development course coordinator. In the reorganization of the Office during the summer of 1973, [REDACTED] was temporarily assigned to the Program Management Staff and was asked to substitute for the senior secretary during her absence due to illness.

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3. During [REDACTED] temporary assignment with PS/PMS/ORD, she has performed well and above what is expected of a secretary at her grade level. She prepared two drafts of the Annual Program Call and a revised ORD FY 74 Budget Plan. Her service to PS/PMS/ORD was temporarily interrupted by an assignment in the Life Sciences Research Division to meet an urgent need for secretarial assistance created by a recent reorganization. After the problems were satisfactorily solved, [REDACTED] returned to PS/PMS/ORD. [REDACTED] has performed her secretarial duties for the PS/PMS/ORD since August 1973 in an outstanding manner. She has prepared all documentation for the 2nd and 3rd Quarterly Reviews, including two complete revisions of the Office books on program trees; she has worked on numerous revisions of the FY 74 Budget Plan and typed all B&F reports and the first two drafts of the Office resource packages in preparation for the FY 1975-1976 program. [REDACTED] efforts

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in preparing the latter package were particularly noteworthy since she also had to assist the PS/PMS/ORD to meet several demanding deadlines such as the Congressional Budget, the ADD/S&T Personnel Panel, and the Program Call. She met all these work demands while performing the day-to-day duties of the senior secretary who was absent because of illness for three weeks.

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4. In view of the above accomplishments and general attitude and willingness to do more than is required of one in her position, it is recommended that be granted a Quality Step Increase from GS-06, step 6, to GS-06, step 7, in recognition of her overall contributions to this Office.

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Sayre Stevens
Director of Research and Development
DD/S&T

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CONCUR:

Deputy

24 MAY 1974
Date

The recommendation contained in paragraph 1 is approved.

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Director of Personnel

24 MAY 1974

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